

**AGRICULTURAL LABOR RELATIONS BOARD  
GENERAL COUNSEL PROGRAM  
DUTY STATEMENT**

<b>PART A</b>	
<b>Position No: 013-260-4053-001</b>	<b>Date: 9/30/2021</b>
<b>Class: Associate General Counsel ULP (Regional Director)</b>	<b>Name:</b>
<p><b>Under the general guidance of the General Counsel, the Regional Director is responsible for the overall administration and operation of the regional and subregional offices in the region. The Regional Director represents the Agricultural Labor Relations Board and the General Counsel in the performance of the most complex and sensitive duties related to the management of a regional operation. The Regional Director works closely with the General Counsel on the promulgation and implementation of policies and procedures of the General Counsel program and applicable provisions of the Agricultural Labor Relations Act. Specific duties include but are not limited to:</b></p>	
<b>Percentage of time performing duties:</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>30%</b>	Oversee attorneys in the investigation of unfair labor practice charges. Work together with the Field Examiner III who oversees field examiners, to ensure attorney and field examiner teams are effectively working together to complete unfair labor practice investigations and compliance matters that are thorough, efficient, high-quality and completed in a timely manner. Work together with General Counsel and Deputy General Counsel on investigation strategy and preparing legal briefs.
<b>20%</b>	Issue unfair labor practice complaints, oversee attorneys in the prosecution of charges and negotiation of settlements in highly sensitive labor relations matters. Work together with Deputy General Counsel to oversee staff preparing for and conducting hearings, preparing legal briefs and other attorney work product, as directed by the General Counsel.
<b>20%</b>	Work closely with the General Counsel and the other Regional Director to help formulate policies and procedures and implement them in the regional offices. Set local policies and procedures for the region in coordination with the General Counsel and other Regional Director to ensure consistency. Advise the General Counsel on matters impacting the General Counsel program staff and stakeholders in the regions.
<b>10%</b>	Provide regular feedback and evaluate job performance of employees supervised, address employee grievances, initiate personnel actions if needed and prescribe work methods. Assist General Counsel in training staff and in recruiting and selecting candidates for job vacancies.
<b>10%</b>	Identify staff training needs and assist General Counsel and Deputy General Counsel in designing and providing training to General Counsel program staff.
<b>5%</b>	Oversee representation and decertification elections and supervise regional office staff in the conduct of election-related matters, including determining appropriate bargaining units, pre-election conferences, and post-election challenged ballot investigations.
<b>5%</b>	Serve as a public liaison with farmworkers, labor groups, employers, the media and other civic and governmental entities in the region.

Supervision Received:

This position receives direct supervision from the General Counsel but performs all legal work independently.

Supervision Exercised:

The Regional Director directly supervises Attorneys (Range A-D), Field Examiner III, Staff Services Analyst, Senior Legal Typists and Legal Secretary in the region. The Regional Director indirectly supervises the Field Examiners I and II that are directly supervised by the Field Examiner III.